


Annual General Meeting

United Reformed Church, Thursday 27 June 2024, 19:30



M a i d e n h e a d N e i g h b o u r h o o d F o r u m

AGENDA

1. Welcome and Apologies for Absence
2. Chair's report and Minutes of previous AGM
3. Annual financial report
4. Questions on the Chair's report and the financial report
5. Motions
 - a. To approve the minutes of the last AGM on 22-Jun-2023
 - b. To approve the Chair's Annual Report
 - c. To approve the Annual financial report
 - d. To appoint the officers (Chair, Treasurer and Secretary) and members of the Management Committee
 - e. Any other motions received by 19-Jun-2024
6. Close of formal AGM

AGENDA

1. Welcome and Apologies for Absence

2. Chair's report and Minutes of previous AGM

3. Annual financial report

4. Questions on the Chair's report and the financial report

5. Motions

- a. To approve the minutes of the last AGM on 22-Jun-2023
- b. To approve the Chair's Annual Report
- c. To approve the Annual financial report
- d. To appoint the officers (Chair, Treasurer and Secretary) and members of the Management Committee
- e. Any other motions received by 19-June-2024

6. Close of formal AGM

Chair's report and Minutes of previous AGM

Maidenhead Neighbourhood Forum

Minutes of the Annual General Meeting held at 19.30 on 22nd June 2023

The AGM for the year 2022/23 was held at the United Reformed Church Hall, Maidenhead.

Attendance

On 22 June 2023, Maidenhead Neighbourhood Forum had 70 full members who were eligible to attend the meeting. Of those, 21 attended the AGM (and a further 9 gave a proxy vote to the chair).

Richard Davenport, Mark Fessey, Andrew Ingram, Sue Ingram, Mick Jarvis, Martin McNamee, Ian Rose, Nicola Stingelin, Andy Woodcock, Bob Beauchamp, Simon Bond, Jinx Dacombe, Brian Davies, David Downing, Lizzie Jones, Gareth Jones, Peter Knott, Stephen Smart, David Snelgar, Donna Stimson, Malcolm Stretten attended the meeting

Apologies were received from Philip Adkins, Brian Ball, Ann Beauchamp, Rachel Cook, Joyce Delasalle, Bob Dulton, Judith Littlewood, Mark Loader, Tess March, and they gave their proxy vote. In addition, apologies were received from Richard Johnson and Theresa May

AGM

In line with our Constitution, the AGM is required to be held within 3 months of the end of the financial year on 31 March each year.

The agenda for the 2023 AGM contained the following resolutions:

1. To approve the Minutes of the previous AGM (2022/2023)
2. To approve the Chair's Annual Report
3. To approve the Annual Financial Report
4. To appoint the Forum officers (Chair, Treasurer and Secretary) and members of the Management Committee, which is required to have a minimum of 5 and a maximum of 10 members.

Each of the items 1-3 (above) was made available in advance of the AGM, and presented to the meeting by the co-Chairs with an opportunity for participants to make comments or ask questions prior to voting taking place,

1) Minutes of the previous AGM

No comments or questions were raised.

2) Chair's Annual Report – presentation available [here](#)

Summary and Designation
Running of the Forum 2022-2023
Engagement with Maidenhead
Proposed way forward
Funding and support

Minutes of previous AGM circulated - any questions?

Report of the co-chairs

Summary

Topic groups

Running of the Forum 2023-24

Putting together a draft plan

Seeking community views on planning

Engagement by social media and email

Way forward and next steps

Funding and support

Summary

- We're progressing well!
 - Topic groups running and delivering
 - We have engaged with the public on selected topics
 - We have a draft plan with policies
 - .. but there's work to do before it's ready for public consultation

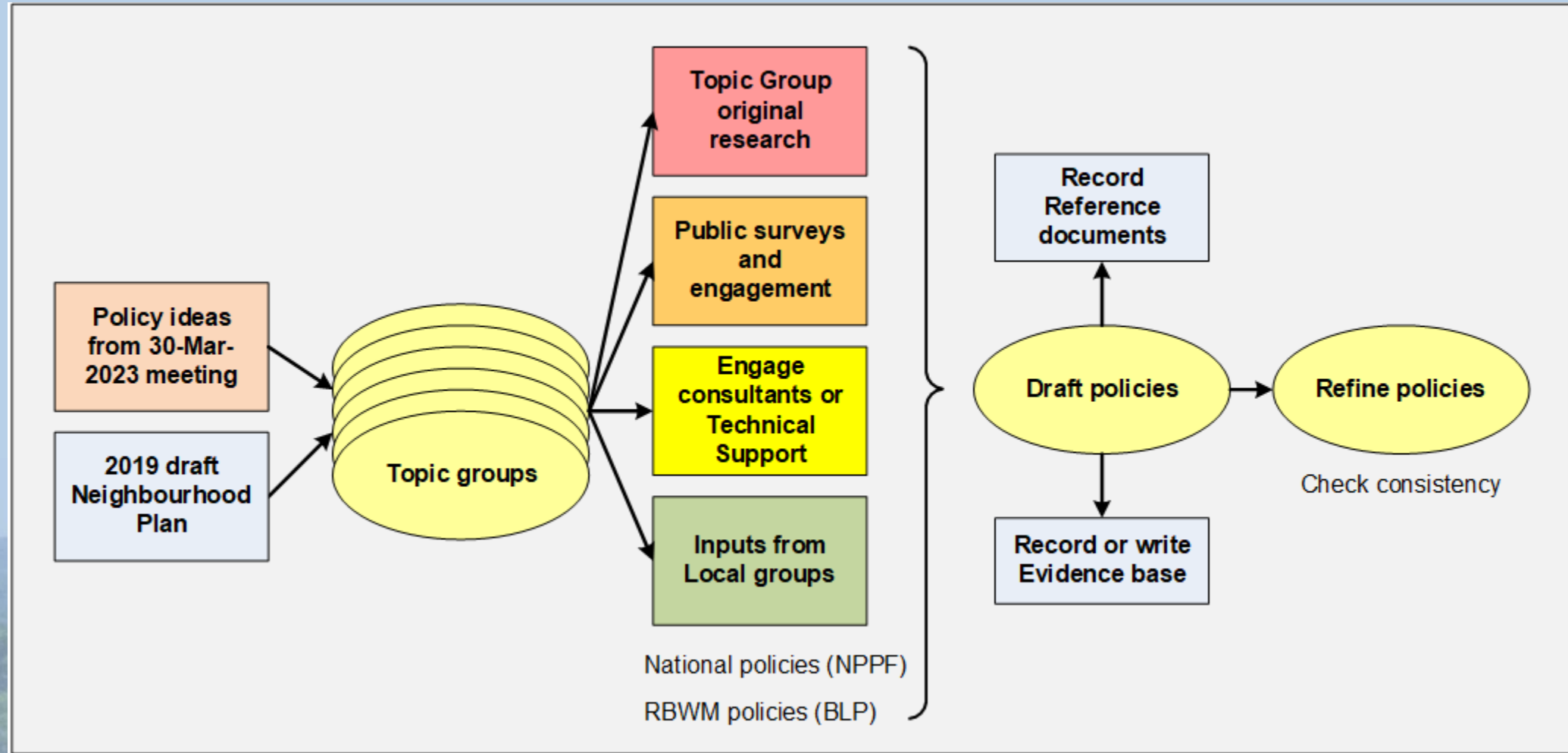
Topic Groups

- Every group got on with the work – in a different way:
 - The Housing group commissioned a professional Housing Needs Assessment from AECOM
 - The Design group is working with consultants to produce an Area-by-Area Design Code
 - The Getting Around group analysed ONS statistics and researched public transport provision
 - The Biodiversity group engaged consultants to provide biodiversity policy drafts
 - The Built Heritage group is producing a Local Heritage Asset List
 - The Climate group has drafted ambitious policies on a fast-moving and fought-over topic
- All Topic groups have contributed to policies
 - and each took note of the relevant public inputs within their scope

Running of the Forum 2023-24

- Last Full Forum meeting followed the AGM in June 2023
 - ..where we formed the topic groups
- Almost all the work of the Forum has been done in the Topic Groups
 - Interested Forum members joined Topic Groups
- Management Committee meetings monthly
 - To maintain momentum, agree strategic direction and make things happen
- 3-monthly liaison with RBWM planning
 - These meetings have been helpful, and RBWM taking interest now the plan is at draft stage

Putting together a draft plan



Seeking community views on planning



Topic group formation June 2023



Local Heritage Listing survey 2024



Design consultation May 2024

Engagement by social media, email and surveys

June 2024 database – 528 Supporters, 81 Members

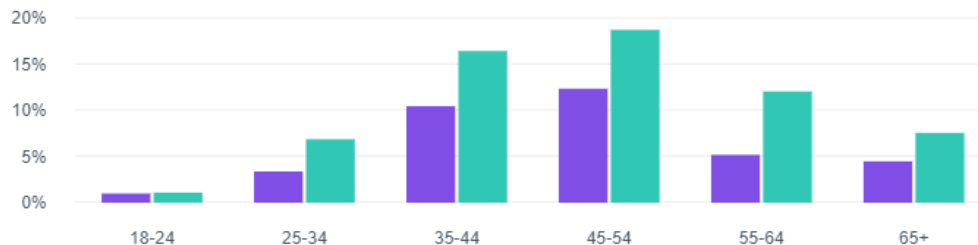
MNF now has over 1,000 Facebook Followers who are younger and more female than the Mgmt Cttee

Audience

1,021 Facebook followers

Age and gender

Men 37.00%
Women 63.00%



Email marketing engagement

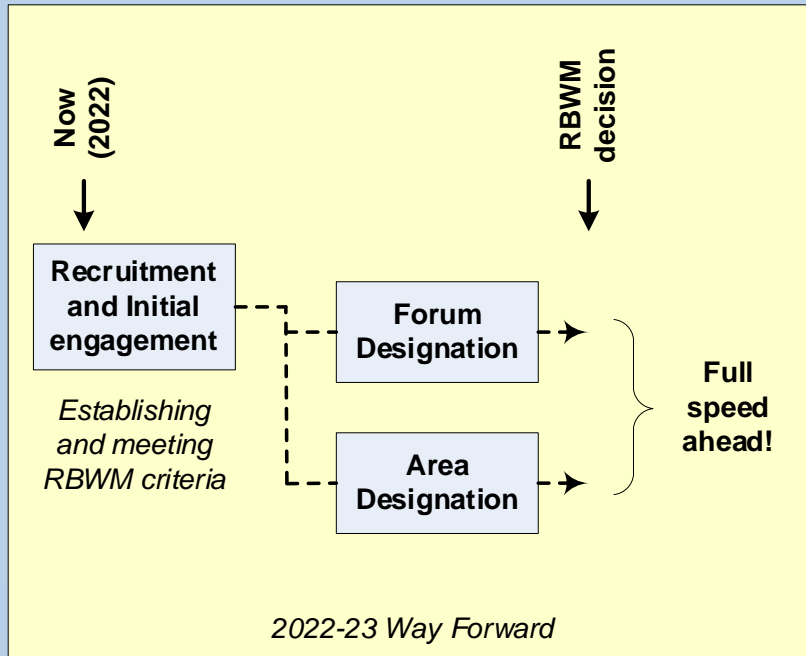
Your subscribers, broken down by how often they open and click your emails.

73% Often
Your percentage of subscribers who are highly engaged and often open and click your emails.

5% Sometimes
Your percentage of subscribers who are moderately engaged and sometimes open and click your emails.

21% Rarely
Your percentage of subscribers who are not very engaged and rarely open and click your emails.

Way forward and next steps



- Find out what local people want planning policies on – first iteration done, Mar 2023
- A filtered list of policy topic candidates – first iteration done, May 2023
- Form topic groups to develop policies – done
- Find out what MNF can realistically resource – topic groups all running
- Refine the policies and associated Evidence base – in progress
- Produce a draft Neighbourhood Plan – underway

Funding and support

- Our only source of funding has been a grant from Locality
- The Grant has to be administered by an accountable body, which must be incorporated
 - Maidenhead Waterways, who are incorporated, have kindly done this for us
- We have returned our unspent 2023-24 grant (~25%) to Locality
- We are ready to apply for a 2024-25 grant with Locality
 - The grant process is now open
 - In terms of spending, we are on hold until we hear the grant application outcome

AGENDA

1. Welcome and Apologies for Absence
2. Chair's report and Minutes of previous AGM
3. Annual financial report
4. Questions on the Chair's report and the financial report
5. Motions
 - a. To approve the minutes of the last AGM on 22-Jun-2023
 - b. To approve the Chair's Annual Report
 - c. To approve the Annual financial report
 - d. To appoint the officers (Chair, Treasurer and Secretary) and members of the Management Committee
 - e. Any other motions received by 19-June-2024
6. Close of formal AGM

| Maidenhead Neighbourhood Forum | | | |
|---|---|------------------|------------------|
| Income & Expenditure for year ended 31st March 2024 | | | |
| | | 2023/2024 | 2022/2023 |
| Income | Grant from Groundworks UK | £9,997.00 | £5,419.00 |
| | Donations from Management team | - | £30.00 |
| Total Income | | £9,997.00 | £5,449.00 |
| Expenditure | Operating expenses for the year ended 31 st March 2024 | £7,678.63 | £3,883.59 |
| | | | |
| | Unused grant returned to Groundwork UK | £2,318.37 | £ 1,605.41 |
| Total Expenditure | | £9,997.00 | £5,489.00 |
| | Excess of Income over Expenditure | £0.00 | £-40.00 |
| Balance sheet as at 31 March 2023 | | | |
| | | | |
| | Reserves opening balance | £10.00 | £50.00 |
| | Reserves closing balance | £10.00 | £10.00 |

Signed:

Chairperson


L M Rose

Date: 10th June 2024

Treasurer

L M Stringer

Date: 9th June 2024

The background of the slide is a photograph of the Maidenhead town and surrounding landscape. In the foreground, there are green fields and some trees. In the middle ground, there are residential houses and a large industrial or commercial building with a tall chimney. In the background, there are rolling hills and more trees. The sky is blue and clear.

Treasurer's Report for Financial Year April 1st 2023 – 31 March 2024

M a i d e n h e a d N e i g h b o u r h o o d F o r u m

Financing a Neighbourhood Plan: Background and Context

- **Localism Act 2011 introduces the power for communities to develop neighbourhood plans**
- **Responsible Department: Dept. for Levelling Up, Housing and Communities (DLUHC)**
- **The DLUHC offers grants to cover costs of developing a neighbourhood plan**
- **There are appropriately conditions & limitations attached to the grants.**

MNF

- **MNF: an unincorporated body**
- **An unincorporated body must nominate an accountable body who will receive the funding , hold and administer the funds & assume the legal responsible for the proper use and management of funds.**
- **Locality does not encourage forums to incorporate just to hold the grant as this incurs onerous costs**
- **MNF's accountable body: FoMW**

Applying for Funding

- **A time-consuming process (as arguably befits the application of public funding)**
- **Total available for a neighbourhood plan: £20,000.00**
- **A new application required for each funding period**

Maidenhead Neighbourhood Forum

Income & Expenditure for year ended 31st March 2024

| | | 2023/2024 | <u>2022/2023</u> |
|---------------------------------|--|------------------|------------------|
| Income | Grant from Groundworks UK | £9,997.00 | £5,419.00 |
| | Donation | - | £30.00 |
| <u>Total Income</u> | | £9,997.00 | <u>£5,449.00</u> |
| | | | |
| Expenditure | Operating expenses for the year | £7,678.63 | £3,883.59 |
| | | | |
| | Unused grant returned to Groundwork UK | £2,318.37 | £ 1,605.41 |
| <u>Total Expenditure</u> | | £9,997.00 | <u>£5,489.00</u> |

What was money spent on?

| Payee | Item Description | Amount |
|-------------------|--|------------------------|
| Andrew Ingram | MyWorkspot room hire | £198.00 |
| Andrew Ingram | Banner prints | £155.94 |
| Andrew Ingram | Updated artwork by Typden | £175.00 |
| ONeill Homer | Consultants review of draft neighbourhood plan | £3,468.00 |
| BioRegional | Consultants support the MNF Ecology/ Sustainability policy | £2,640.00 |
| Andrew Ingram | MNF printing by Printique | £282.00 |
| Andy Woodcock | Maidenhead Festival stall pitch | £35.00 |
| Andy Woodcock | AGM Hall hire | £72.00 |
| Ian Rose | MNF printing | £73.99 |
| Cavalry Computers | IT /MNF Email Support | £45.00 |
| DM Cager | Insurance | £312.40 |
| Printique | MNF Gazebo event printing costs | £33.30 |
| Michael Jarvis | MNF printing costs | £188.00 |
| TOTAL | | <u>£7678.63</u> |

Thank You

- FoMW Richard Davenport, Mark Loader
- Auditor Richard Curry
- The whole management team

AGENDA

1. Welcome and Apologies for Absence
2. Chair's report and Minutes of previous AGM
3. Annual financial report
4. Questions on the Chair's report and the financial report
5. Motions
 - a. To approve the minutes of the last AGM on 22-Jun-2023
 - b. To approve the Chair's Annual Report
 - c. To approve the Annual financial report
 - d. To appoint the officers (Chair, Treasurer and Secretary) and members of the Management Committee
 - e. Any other motions received by 15-Jun-2024
6. Close of formal AGM

Management Committee offering to stand:

- Andrew Ingram + Ian Rose: Co-chairs
- Sue Ingram: Secretary
- Nicola Stingelin: Treasurer
- Judith Littlewood
- Mark Fessey
- Andy Woodcock
- Richard Davenport
- Mick Jarvis
- Donna Stimson

Thank you to the outgoing Management Committee

AGENDA

1. Welcome and Apologies for Absence
2. Chair's report and Minutes of previous AGM
3. Annual financial report
4. Questions on the Chair's report and the financial report
5. Motions
 - a. To approve the minutes of the last AGM on 22-Jun-2023
 - b. To approve the Chair's Annual Report
 - c. To approve the Annual financial report
 - d. To appoint the officers (Chair, Treasurer and Secretary) and members of the Management Committee
 - e. Any other motions received by 19-Jun-2024
6. Close of formal AGM

AGENDA

1. Welcome and Apologies for Absence
2. Chair's report and Minutes of previous AGM
3. Annual financial report
4. Questions on the Chair's report and the financial report
5. Motions
 - a. To approve the minutes of the last AGM on 22-Jun-2023
 - b. To approve the Chair's Annual Report
 - c. To approve the Annual financial report
 - d. To appoint the officers (Chair, Treasurer and Secretary) and members of the Management Committee
 - e. Any other motions received by 19-Jun-2024
6. Close of formal AGM

Maidenhead Neighbourhood Forum Meeting

Status of the draft Neighbourhood Plan

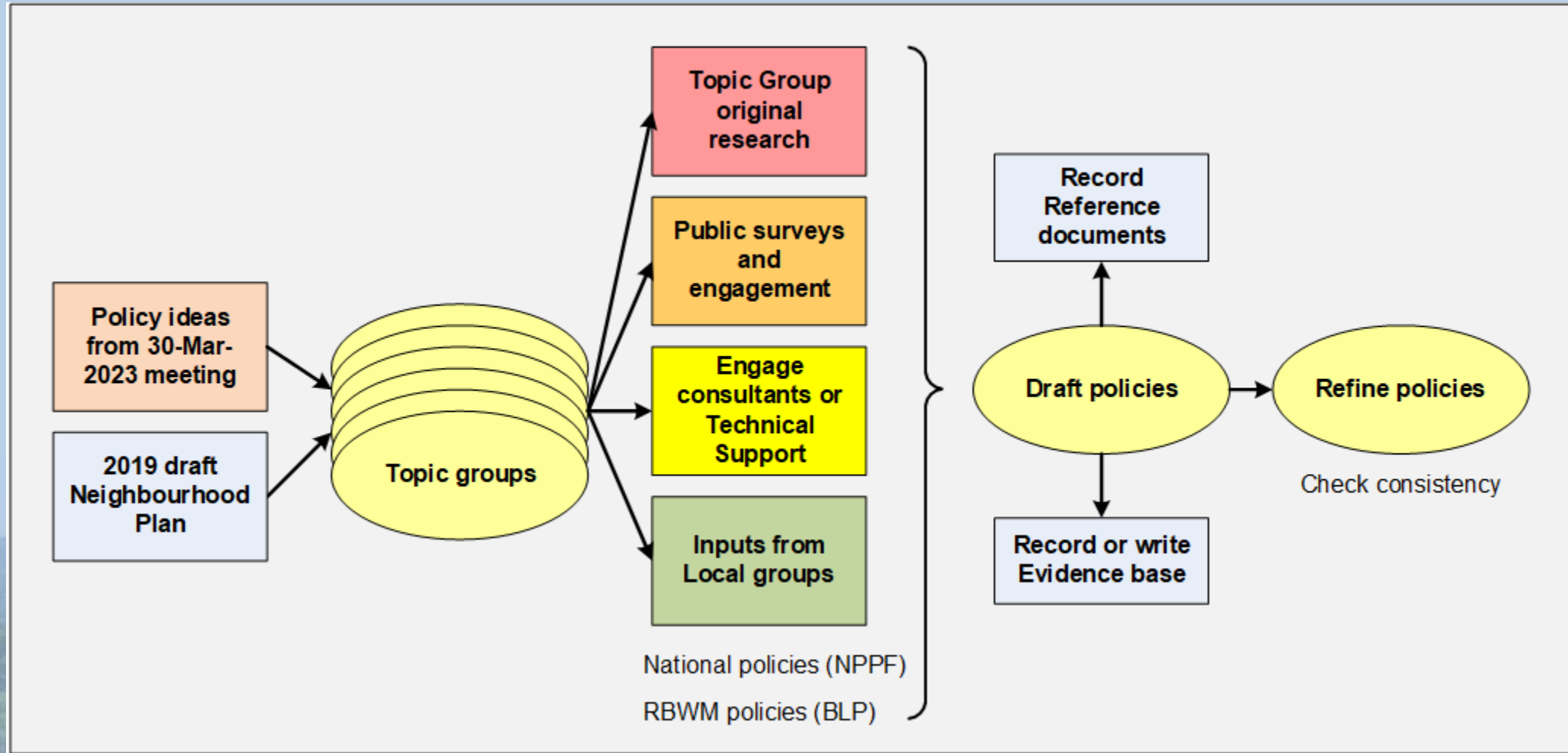
United Reformed Church, Thursday 27 June 2024

M a i d e n h e a d N e i g h b o u r h o o d F o r u m

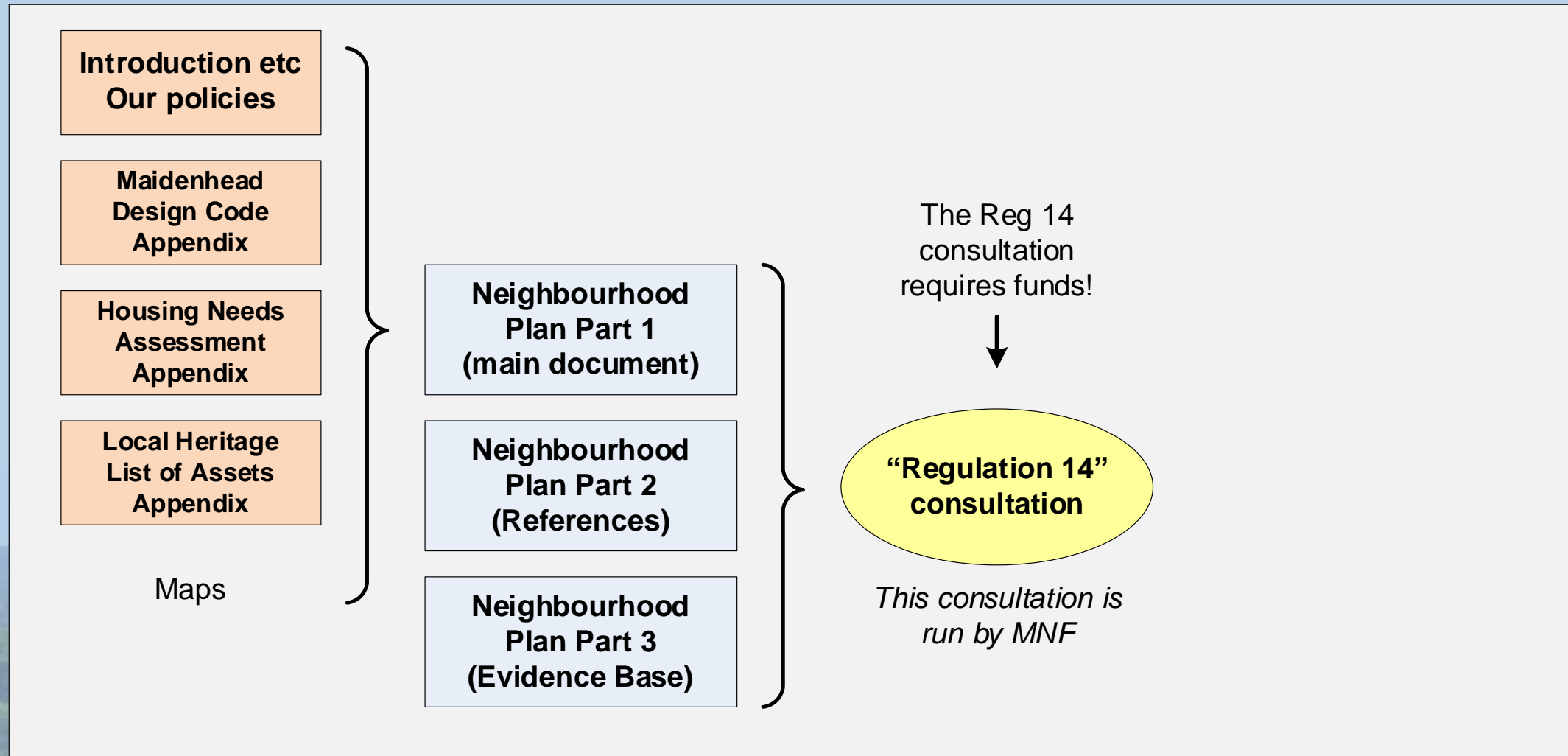
AGENDA for Forum meeting

- a) Putting together the plan – process and contents
- b) Current status of the draft plan
- c) Plan schedule
- d) Questions
- e) Motion
- f) Close of meeting

Putting together a draft plan – the process



Putting together a draft plan – the contents



AGENDA for Forum meeting

a) Putting together the plan – process and contents

b) Current status of the draft plan

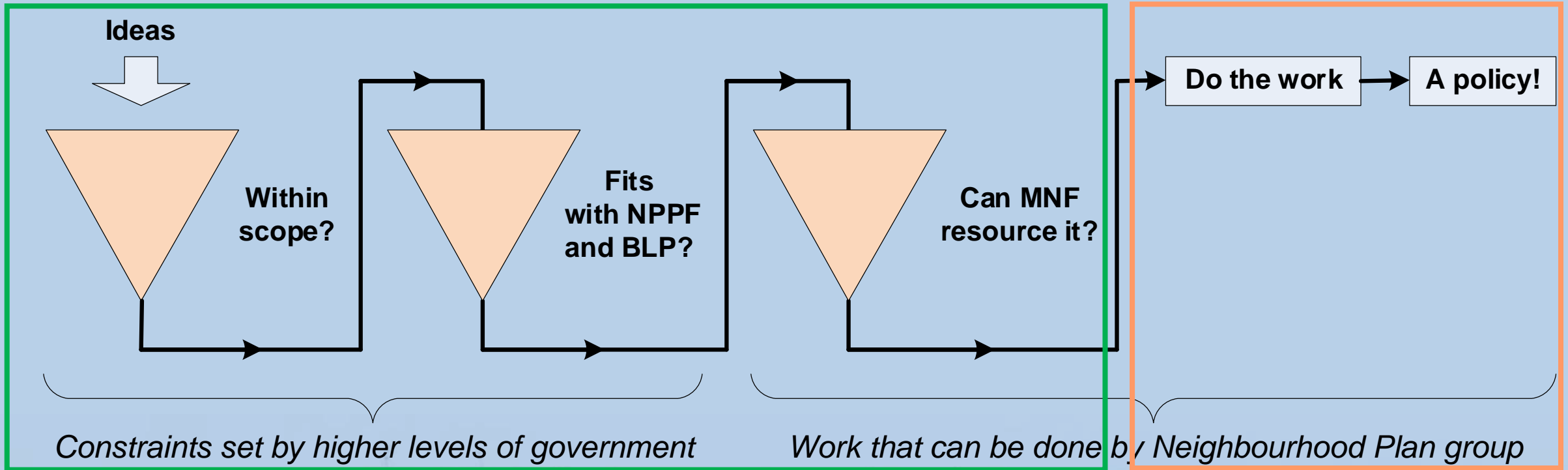
c) Plan schedule

d) Questions

e) Motion

f) Close of meeting

Ideas, policies and filtering: Where are we?



NPPF = National Planning Policy Framework
BLP = Borough Local Plan

Maturity of different parts of the plan

- Most parts of the plan have open issues identified by Editor's notes:

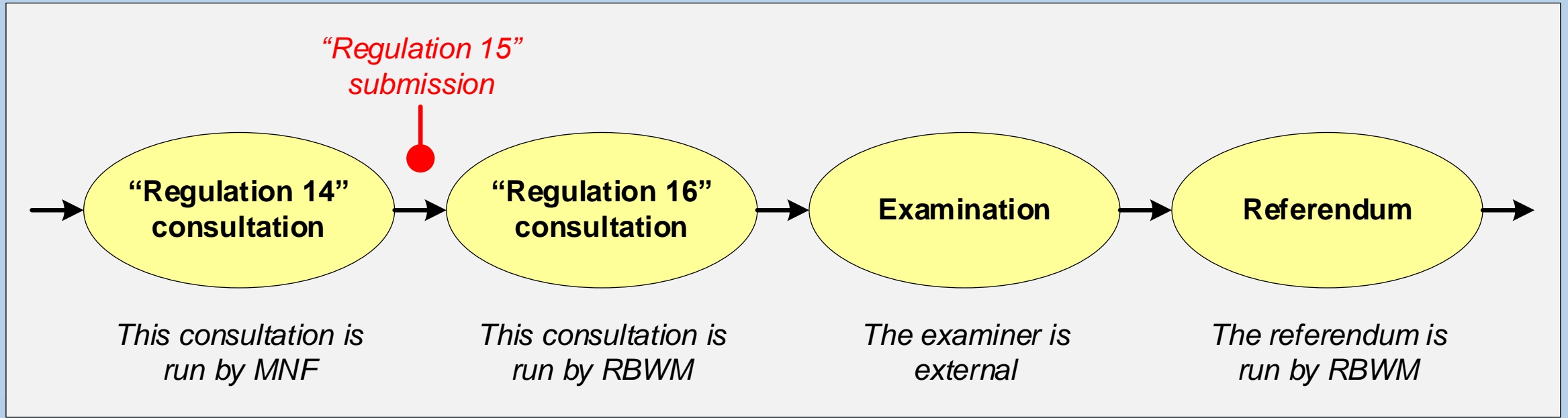
| | | | | | |
|-----------------------------------|-------------------------------------|----------------------|-----------------------|----------------------|-----------------------|
| Biodiversity | Climate | Housing | Built Heritage | Design | Getting Around |
| <i>12 Open issues</i> | <i>3 Open issues</i> | <i>5 Open issues</i> | <i>4 Open issues</i> | <i>4 Open issues</i> | <i>6 Open issues</i> |
| Sections 1-3 Intro etc | Section 10 Site-specific | | | | |
| <i>11 Open issues</i> | <i>7 Open issues</i> | | | | |

- The open issues need to be resolved in the Regulation 14 draft

AGENDA for Forum meeting

- a) Putting together the plan – process and contents
- b) Current status of the draft plan
- c) Plan schedule
- d) Questions
- e) Motion
- f) Close of meeting

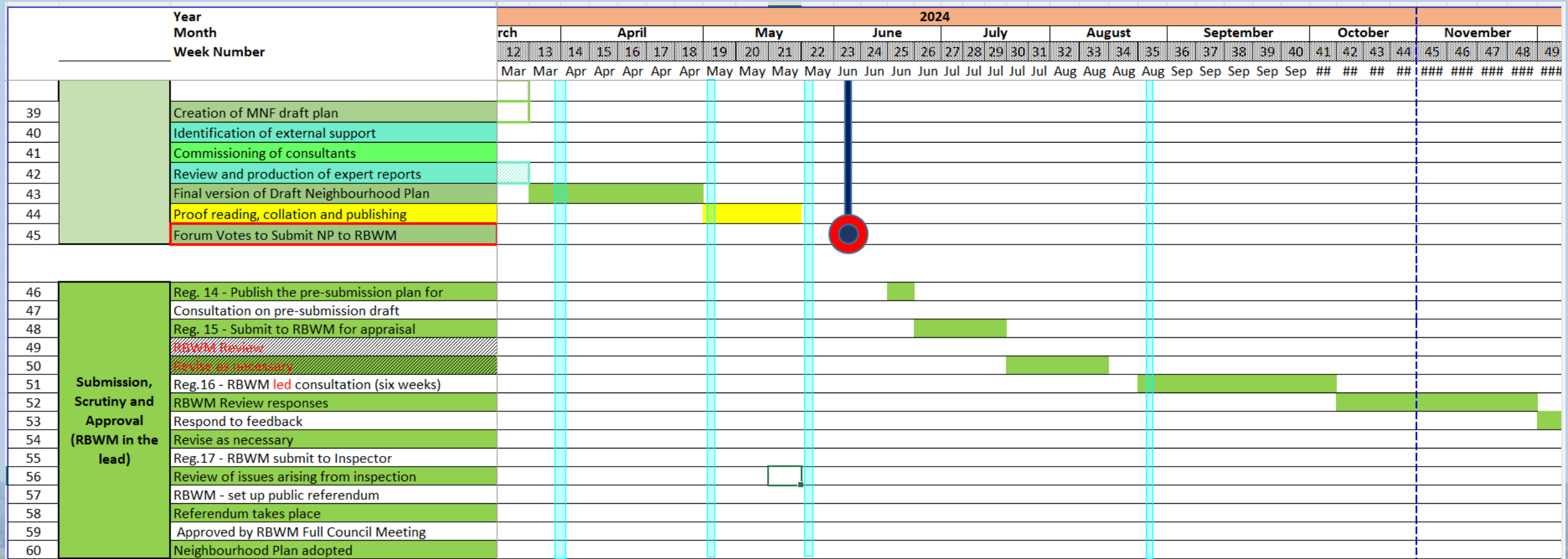
Plan schedule and process: hurdles to be jumped



Deliverables for Reg 15 submission

- Map of the MNP Area
- A Consultation statement
 - *Who was consulted, how they were consulted, issues and concerns, how addressed*
- The Neighbourhood Plan itself, all parts including appendices
- A Basic conditions statement as per subsection 15(d)
- SEA or a statement of why it isn't needed (scoping opinion)

Plan schedule



We need to take stock of where we are and revise the schedule

AGENDA for Forum meeting

- a) Putting together the plan – process and contents
- b) Current status of the draft plan
- c) Plan schedule
- d) Questions
- e) Motion
- f) Close of meeting

AGENDA for Forum meeting

- a) Putting together the plan – process and contents
- b) Current status of the draft plan
- c) Plan schedule
- d) Questions
- e) Motion
- f) Close of meeting

**Motion: “To share a pre-consultation draft of
the Neighbourhood Plan with RBWM”**

THANK YOU

www.mnf.org.uk

M a i d e n h e a d N e i g h b o u r h o o d F o r u m